

# EEOP Utilization Report



Fri Feb 19 16:30:48 EST 2016

## Step 1: Introductory Information

<b>Grant Title:</b>	Expansion of Data Available on TnCrimeOnline.com System	<b>Grant Number:</b>	2015.BJ.CX.K006
<b>Grantee Name:</b>	Tennessee Bureau of Investigation	<b>Award Amount:</b>	\$60,000.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	901 RS Gass Blvd Nashville, Tennessee 37216		
<b>Contact Person:</b>	Jim Higgins	<b>Telephone #:</b>	615-744-4144
<b>Contact Address:</b>	901 RS Gass Blvd Nashville, Tennessee 37216		
<b>DOJ Grant Manager:</b>	Stephanie Burroughs	<b>DOJ Telephone #:</b>	202-514-9012

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<b>Grant Title:</b>	Professional Enhancement FY 2016	<b>Grant Number:</b>	TBI JAG TRNG
<b>Grantee Name:</b>	Tennessee Bureau of Investigation	<b>Award Amount:</b>	\$150,000.00
<b>Grantee Type:</b>	State Government Agency		
<b>Address:</b>	901 RS Gass Blvd Nashville, Tennessee 37216		
<b>Contact Person:</b>	Jim Higgins	<b>Telephone #:</b>	615-744-4144
<b>Contact Address:</b>	901 RS Gass Blvd Nashville, Tennessee 37216		
<b>State Granting Agency:</b>	Tennessee Department of Finance and Administration, Office of Criminal Justice Programs	<b>Grant Number:</b>	2012.DJ.BX0280
<b>Contact Name:</b>	Tom Pitt		
<b>Contact Address:</b>	312 Rosa L Parks Ave, Suite 1800 Nashville, Tennessee 37243		
<b>Telephone #:</b>	615-741-9954		

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<b>Grant Title:</b>	FFY 2015 Coverdell Subaward - Equipment & Training	<b>Grant Number:</b>	48145
<b>Grantee Name:</b>	Tennessee Bureau of Investigation	<b>Award Amount:</b>	\$102,539.00
<b>Grantee Type:</b>	State Government Agency		

**Address:** 901 RS Gass Blvd  
Nashville, Tennessee  
37216

**Contact Person:** Jim Higgins **Telephone #:** 615-744-4144

**Contact Address:** 901 RS Gass Blvd  
Nashville, Tennessee  
37216

**State Granting Agency:** Tennessee Department of Finance and Administration, Office of Criminal Justice Programs **Grant Number:** 2015.CD.BX.0030

**Contact Name:** Tom Pitt

**Contact Address:** 312 Rosa L Parks Ave, Suite 1800  
Nashville, Tennessee  
37243

**Telephone #:** 615-741-9954

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**Grant Title:** Dangerous Drug Incineration Program **Grant Number:** TBI JAG BURN

**Grantee Name:** Tennessee Bureau of Investigation **Award Amount:** \$180,000.00

**Grantee Type:** State Government Agency

**Address:** 901 RS Gass Blvd  
Nashville, Tennessee  
37216

**Contact Person:** Tommy Farmer **Telephone #:** 423-634-3044

**Contact Address:** 6040 Century Oaks Drive  
Chattanooga, Tennessee  
37416

**State Granting Agency:** Tennessee Department of Finance and Administration, Office of Criminal Justice Programs **Grant Number:** 2011.DJ.BX.2579

**Contact Name:** Mike Hill

**Contact Address:** 312 Rosa L Parks Ave, Suite 1800  
Nashville, Tennessee  
37243

**Telephone #:** 615-770-3980

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**Grant Title:** FFY 2015 NCHIP Subaward - Criminal History Information Improvement Project, Phase 2 **Grant Number:** 48140

**Grantee Name:** Tennessee Bureau of Investigation **Award Amount:** \$1,358,000.00

**Grantee Type:** State Government Agency  
**Address:** 901 RS Gass Blvd  
Nashville, Tennessee  
37216  
**Contact Person:** Jim Higgins **Telephone #:** 615-744-4144  
**Contact Address:** 901 RS Gass Blvd  
Nashville, Tennessee  
37216  
**State Granting Agency:** Tennessee Department of Finance and Administration, Office of Criminal Justice Programs **Grant Number:** 2015.RU.BX.K029  
**Contact Name:** Tom Pitt  
**Contact Address:** 312 Rosa L Parks Ave, Suite 1800  
Nashville, Tennessee  
37243  
**Telephone #:** 615-741-9954

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**Grant Title:** 2014 COPS Anti-Methamphetamine Program **Grant Number:** 2014.AM.WX.0004  
**Grantee Name:** Tennessee Bureau of Investigation **Award Amount:** \$631,522.00  
**Grantee Type:** State Government Agency  
**Address:** 901 RS Gass Blvd  
Nashville, Tennessee  
37216  
**Contact Person:** Tommy Farmer **Telephone #:** 423-634-3044  
**Contact Address:** 6040 Century Oaks Drive  
Chattanooga, Tennessee  
37416  
**DOJ Grant Manager:** Peter Stickl **DOJ Telephone #:** 202-514-8013

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**Grant Title:** 2015 COPS Anti-Methamphetamine Program **Grant Number:** 2015.AM.WX.0002  
**Grantee Name:** Tennessee Bureau of Investigation **Award Amount:** \$775,119.00  
**Grantee Type:** State Government Agency  
**Address:** 901 RS Gass Blvd  
Nashville, Tennessee  
37216  
**Contact Person:** Tommy Farmer **Telephone #:** 423-634-3044  
**Contact Address:** 6040 Century Oaks Drive

Chattanooga, Tennessee  
37416

**DOJ Grant Manager:** Peter Stickl

**DOJ Telephone #:** 202-514-8013

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**Grant Title:** 2015 COPS Anti-Heroin Task  
Force Program

**Grant Number:** 2015.HP.WX.0004

**Grantee Name:** Tennessee Bureau of Investigation

**Award Amount:** \$900,918.00

**Grantee Type:** State Government Agency

**Address:** 901 RS Gass Blvd  
Nashville, Tennessee  
37216

**Contact Person:** Tommy Farmer

**Telephone #:** 423-634-3044

**Contact Address:** 6040 Century Oaks Drive  
Chattanooga, Tennessee  
37416

**DOJ Grant Manager:** Peter Stickl

**DOJ Telephone #:** 202-514-8013

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### **Policy Statement:**

The General Assembly of the State of Tennessee and the Congress of the United States of America have enacted legislation prohibiting discrimination in employment on the basis of race, religion, gender, age, disability, or national origin. This administration intends to establish employment practices and operate public services and facilities that will serve as models for business and labor in the State of Tennessee.

Policy Addenda: TBI Policy 2-5-005: Equal Employment Opportunity

It is the policy of the TBI to provide equal employment opportunity for all qualified persons, without discrimination because of race, color, religion, sex, national origin, age, disabilities, or veterans status, and to promote a positive, continuing program designed to achieve full realization of Equal Employment Opportunity.

## **Step 4b: Narrative Underutilization Analysis**

According to the Utilization Analysis Chart (UAC), it appears that there is notable underutilization (greater than or equal to 10%) of the minority population within several job categories. For instance, the UAC indicates that black males are underutilized in the Protective Services: Sworn-Officials Category (-18%) and in the Protective Services: Sworn-Patrol Officers Category (-10%). Likewise, black females are underutilized in the Protective Services: Non-Sworn Category (-11%).

However, there are several factors that cause considerable difficulty when determining a level of underutilization. For example, one must consider that because the TBI is a statewide agency, the relevant labor market encompasses all of the State of Tennessee which includes many rural counties where the pool of applicants is not as varied as the more major metropolitan areas. Additionally, several of the Categories have a small number of total positions within that category compared to other categories. For example, there are only 7 non-sworn positions in the Officials and Administrators Job Category and 9 non-sworn positions in the Administrative Support Category while there 290 positions within the Protective Services: Sworn Officials Category.

The TBI will continue to monitor and review data on an annual basis in order to make adjustments to recruitment efforts to ensure a qualified, diverse workforce.

## **Step 5 & 6: Objectives and Steps**

### **1. Review the Data Provided for Accuracy**

- a. It is important to note that the figures provided for this report were derived from the TBI's 2015-2016 Affirmative Action Plan data. After reviewing the data, it has been determined that there were inaccuracies in that data including missing positions and incorrectly classified positions. These inaccuracies were found to be statewide, multi-agency issues that we believe yielded inaccurate utilization percentages for the TBI. Due to this glitch, it is possible that the TBI is showing underutilization in Categories where the national percentage is actually met.
- b. The Tennessee Bureau of Investigation will continue to collaborate with the State's Equal Employment Opportunity Director to locate the origin of the data issue and correct the problem to ensure that the TBI will have accurate data in the future so that more appropriate and accurate future hiring goals may be set.

### **2. Monitor and/or Improve Recruitment Efforts Across the State**

- a. Create job announcements that include the minimum qualifications, job duties, and salary ranges for the position.
- b. Advertise job announcements in multiple locations such as: the state website, LinkedIn, and on the TBI's Social Media Sites creating the potential for more qualified applicants to be aware of openings.
- c. Collaborate with career development centers and alumni associations at local colleges and universities so that positions are more visible to forthcoming and recent college graduates.

## **Step 7a: Internal Dissemination**

1. A copy of the EEOP Utilization Report will be available in the TBI's Human Resources Office.
2. A copy of the EEOP Utilization Report will be available in the TBI's Grants Management and/or Fiscal Office.
3. A copy of the EEOP Utilization Report will be placed in each of the identified grant files.
4. A copy of the EEOP Utilization Report will be placed on the TBI's intranet site.

## **Step 7b: External Dissemination**

1. A copy of the EEOP Utilization Report will be kept in the TBI's Human Resources Office and will be made available for review upon request.
2. A copy of the EEOP Utilization Report will be maintained in the TBI's Grants Management and/or Fiscal Office and will be made available for review upon request.
3. A copy of the EEOP Utilization Report will be placed in each of the identified grant files. Information from these files

may be requested through the Open Records laws of State of Tennessee.

4. A copy of the EEOP Utilization Report will be placed on the TBI's website.

**Utilization Analysis Chart**  
**Relevant Labor Market: Tennessee**

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Officials/Administrators</b>																
Workforce #/%	3/43%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	3/43%	0/0%	1/14%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	166,985/54%	3,445/1%	13,100/4%	345/0%	3,610/1%	110/0%	1,165/0%	515/0%	99,890/32%	2,105/1%	17,085/5%	200/0%	1,760/1%	30/0%	635/0%	170/0%
Utilization #/%	-11%	-1%	-4%	-0%	-1%	-0%	-0%	-0%	11%	-1%	9%	-0%	-1%	-0%	-0%	-0%
<b>Professionals</b>																
Workforce #/%	29/28%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	1/1%	51/50%	1/1%	14/14%	0/0%	0/0%	0/0%	0/0%	6/6%
CLS #/%	168,740/36%	4,390/1%	16,550/4%	245/0%	7,705/2%	45/0%	1,085/0%	505/0%	221,050/47%	4,325/1%	35,330/8%	395/0%	5,545/1%	45/0%	1,945/0%	280/0%
Utilization #/%	-8%	-1%	-3%	-0%	-2%	-0%	-0%	1%	2%	0%	6%	-0%	-1%	-0%	-0%	6%
<b>Technicians</b>																
Workforce #/%	3/12%	0/0%	2/8%	0/0%	0/0%	0/0%	0/0%	0/0%	16/64%	0/0%	4/16%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	29,960/32%	525/1%	3,560/4%	20/0%	915/1%	0/0%	310/0%	60/0%	47,435/50%	515/1%	9,695/10%	125/0%	975/1%	0/0%	465/0%	260/0%
Utilization #/%	-20%	-1%	4%	-0%	-1%	0%	-0%	-0%	14%	-1%	6%	-0%	-1%	0%	-0%	-0%
<b>Protective Services: Sworn-Officials</b>																
Workforce #/%	184/63%	3/1%	10/3%	0/0%	0/0%	0/0%	0/0%	0/0%	75/26%	1/0%	16/6%	0/0%	0/0%	0/0%	0/0%	1/0%
CLS #/%	33,600/62%	455/1%	8,635/16%	140/0%	80/0%	4/0%	415/1%	90/0%	6,270/12%	185/0%	3,850/7%	20/0%	30/0%	0/0%	89/0%	45/0%
Utilization #/%	1%	0%	-13%	-0%	-0%	-0%	-1%	-0%	14%	0%	-2%	-0%	-0%	0%	-0%	0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
Civilian Labor Force #/%	134,425/43%	15,230/5%	30,420/10%	310/0%	2,110/1%	99/0%	1,509/0%	630/0%	87,725/28%	6,005/2%	27,660/9%	165/0%	1,310/0%	130/0%	1,145/0%	215/0%
Utilization #/%	37%	-5%	-10%	-0%	-1%	-0%	-0%	-0%	-8%	-2%	-9%	-0%	-0%	-0%	-0%	-0%
<b>Protective Services: Non-sworn</b>																



Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
Workforce #/%	3/17%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%	13/72%	0/0%	1/6%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	1,165/37 %	0/0%	165/5%	0/0%	10/0%	0/0%	10/0%	0/0%	1,190/38 %	4/0%	530/17%	0/0%	40/1%	0/0%	0/0%	15/0%
Utilization #/%	-21%	0%	0%	0%	-0%	0%	-0%	0%	34%	-0%	-11%	0%	-1%	0%	0%	-0%
<b>Administrative Support</b>																
Workforce #/%	1/11%	0/0%	2/22%	0/0%	0/0%	0/0%	0/0%	0/0%	5/56%	0/0%	1/11%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	220,870/29 %	5,460/1%	33,185/4 %	480/0%	3,925/1%	140/0%	1,900/0%	310/0%	391,750/52 %	9,490/1%	78,585/10 %	1,020/0%	4,680/1%	195/0%	3,535/0%	740/0%
Utilization #/%	-18%	-1%	18%	-0%	-1%	-0%	-0%	-0%	4%	-1%	1%	-0%	-1%	-0%	-0%	-0%
<b>Skilled Craft</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	209,365/78 %	21,435/8 %	19,055/7 %	625/0%	1,665/1%	195/0%	1,695/1%	385/0%	10,995/4 %	560/0%	3,045/1%	55/0%	470/0%	0/0%	95/0%	45/0%
Utilization #/%																
<b>Service/Maintenance</b>																
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
CLS #/%	342,375/41 %	39,360/5 %	88,010/11 %	1,105/0%	6,125/1%	235/0%	3,380/0%	1,345/0%	240,925/29 %	18,745/2 %	76,255/9 %	795/0%	6,140/1%	130/0%	2,900/0%	720/0%
Utilization #/%																

### Significant Underutilization Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Protective Services: Sworn-Officials</b>			✓													

### Law Enforcement Category Rank Chart

Job Categories	Male								Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	Other
<b>Sworn Officials and Administrators</b>																
Workforce #/%	4/67%	0/0%	2/33%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
<b>Sworn Professionals</b>																
Workforce #/%	180/63%	3/1%	8/3%	0/0%	0/0%	0/0%	0/0%	0/0%	75/26%	1/0%	16/6%	0/0%	0/0%	0/0%	0/0%	1/0%
<b>Protective Services: Sworn-Patrol Officers</b>																
Workforce #/%	4/80%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	1/20%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%

I understand the regulatory obligation under 28 C.F.R. § 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Utilization Report.

I have reviewed the foregoing EEOP Utilization Report and certify the accuracy of the reported workforce data and our organization's employment policies.

Certified As Final By: Pamela Busby

Human Resources Director

02-19-2016

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[signature]

[title]

[date]